



## LICENSE APPLICATION FOR OUTDOOR SEATING AREA ON PUBLIC RIGHT-OF-WAY (ROW) ACCESSORY TO FOOD OR BEVERAGE SERVICE ESTABLISHMENT

**Instructions:**

- Review Auxiliary Outdoor Seating Area Rules on Public Right-Of-Way Program Rules
- Email complete and signed City license application and Non-Exclusive Outdoor Seating License Agreement, and other required documents to Consuelo Arguilles at [carguilles@warrenville.il.us](mailto:carguilles@warrenville.il.us)
- Review and processing fee will be due and payable at City Hall, CD Department, once application is approved, but before issuance of the license application and the City executed copy of the Non-Exclusive Outdoor Seating License Agreement. Applications that only require review of the Community and Economic Development Director shall be \$50.00. Applications reviewed by the City Council shall be \$100.00
- The outdoor seating area license applicant must obtain necessary building permits and have all necessary City and state licenses in good standing

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Describe proposed location and operation of the outdoor seating area on public right-of-way:** \_\_\_\_\_

*Note: Outdoor seating areas must be located on a City approved dustless hard surface and must not obstruct or limit accessibility of the sidewalk or building for people with disabilities.*

**Hours of operation for outdoor seating area?** \_\_\_\_\_

*Note: Unless specifically approved by the City Council, outdoor seating areas on public right-of-way may not be used or operated before 7:30 a.m. or after 10:00 p.m.*

**Will alcohol be served in the outdoor seating area on public right-of-way?** No \_\_\_\_\_ Yes \_\_\_\_\_

*Note: Existing City Liquor Licenses allow alcohol service and consumption in the auxiliary outdoor seating areas that have a valid City approved permit.*

**Will signage be installed?** No \_\_\_\_ Yes \_\_\_\_ **If so, number of signs** \_\_\_\_\_, **dimensions and location(s):** \_\_\_\_\_

*Note: All signs shall comply with applicable requirements contained in Chapter 14 of the Warrenville City Code.*

**Do you plan to make improvements to the public right-of-way?** No \_\_\_\_ Yes \_\_\_\_ **If so, please explain:** \_\_\_\_\_

*Note: Separate building permits will be required for construction of structures or improvements on public right-of-way.*

**Do you plan to have amplified music or other sound?** No \_\_\_\_ Yes \_\_\_\_ **If yes, please provide details (frequency, days, and hours when amplified music is proposed and type of speakers and amplification devices to be used):** \_\_\_\_\_

*Note: No amplified music may be played outdoors in an outdoor seating area unless specifically approved by the City Council.*

**Required Attachments:**

- Site Plan (to scale with accurate dimensions) illustrating location and layout of proposed outdoor seating area, including all related improvements, i.e., tables, fencing/barriers, signage, trash receptacles, tents, etc. (attach to Non-Exclusive Outdoor Seating License Agreement as Exhibit B)
- Executed City of Warrentville Non-Exclusive Outdoor Seating License Agreement complete with Exhibits A and B.
- Certificate of Liability Insurance, naming the City of Warrentville as an additional noncontributory primary insured with limits not less than \$1,000,000 for the calendar year the license is being applied for.
- Certificate of Dram Shop Insurance covering the outdoor seating area.

**Name and Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICE USE:**

Approved By: \_\_\_\_\_ Review and Processing Fee:  \$50  \$100

Date Approved: \_\_\_\_\_ Issued By: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Approval Conditions: \_\_\_\_\_

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